

MONTANA  
ASSOCIATION OF  
COUNTIES

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Ravalli County Commissioners

October 30, 2008

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TO: Boards of County Commissioners

FROM: L. Harold Blattie, Executive Director *L. Harold Blattie*

RE: Elected County Officials Orientation/Commissioner Certification

The Montana Association of Counties, in cooperation with the Local Government Center at MSU, will present an Elected County Officials' Orientation/Commissioner Certification program December 1-4, 2008, for elected county officials. The training will be held in the MACo conference room in Helena. Registration for participants will be at the Red Lion Colonial Hotel beginning at 3:00 p.m. on December 1, 2008. The Board of Directors will meet on Monday, December 1, 2008 from 10:00 a.m. to 3:00 p.m. followed by a no-host social and dinner at 5:30 p.m. to welcome the newly elected officials. The dinner, which is included in the registration fee, will be held at the Red Lion Colonial Hotel in the State Room. We will also have registration at the MACo office on Tuesday, December 2, 2008, at 7:30 a.m.

Beginning Tuesday, December 2, 2008 and continuing through Thursday, December 4, 2008, the orientation/certification program will provide a three-day orientation and training for all elected officials and is also the first 20 hours of instruction of the Commissioner Certification program. The remaining 20 hours of the certification program will be held in December 2009.

Invitations are being sent to commissioners and other elected officials who have either been appointed to a vacancy since the 2006 election cycle or are newly elected to a county office in this general election. We ask that you also contact them to recommend they attend this important training opportunity. We urge you to pay their registration, travel and per diem and view it as an investment in their becoming an effective and knowledgeable public official. Even though some are officers-elect and will not take office until January, this cost is a proper county cost because the expenditure is for a "public or governmental purpose" in accordance with Montana law.

Please share this information with other elected officials who may wish to attend the orientation. We will be charging the participants a \$150 registration fee for the orientation/certification and will be encouraging them to pre-register on line.

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Sleeping rooms have been blocked at the Red Lion Colonial Hotel, telephone #(406) 443-2100, and the room rate is \$77 plus tax. **When making a room reservation, be sure to refer to the MACo room block. The cut-off date for making reservations is Wednesday, November 20, 2008.**

Enclosed is a draft agenda. The draft agenda and online registration will be available on the MACo web site [www.maco.cog.mt.us](http://www.maco.cog.mt.us) beginning Thursday, November 6, 2008. While the program is focused at newly elected and appointed county officials, current commissioners wishing to participate in the Commissioner Certification program may also attend. The curriculum may count toward certification for other elected officials associations certification programs.

Thank you for your support of early orientation for newly elected officials.

Enclosure  
cc: MACo Board of Directors

## Draft agenda for MACo Elected Officials' Training/Commissioner Certification

MACo, together with the Local Government Center at MSU-Bozeman, will be presenting Phase I of its annual elected officials training/commissioner certification Dec. 1-4 in Helena in the MACo conference room.

### DRAFT AGENDA

**MACo and Local Government Center, MSU-Bozeman  
Elected Officials Training/Commissioner  
Certification - Phase I**

#### Monday, Dec. 1

3 pm Registration  
5:30 pm Dinner with MACo Board of Directors,  
Red Lion Colonial Hotel  
**Welcome: Mike McGinley, MACo  
President and Beaverhead County  
Commissioner**  
Self Introductions  
Keynote Address: To be announced

#### Tuesday, Dec. 2

8-10 am Creating Gracious Space.  
10-10:30 am Break  
10:30-12:30 pm Course 101.1, Intro to County Govern-  
ment. An in-depth review of the legal  
basis of Montana county government and  
the roles of the county commissioners.  
12:30-1:30 pm Lunch  
1:30-2:30 pm Course 102.1, The Commission Deci-  
sion Process. An overview of the deci-  
sion process of the board of county com-  
missioners and of the constitutional rights  
and limitations of Montana citizens to par-  
ticipate in county government decisions.  
3:30-4 pm Break  
4-5 pm Course 103.1, The Montana Code of  
Ethics. An in-depth review of the statu-  
tory requirements imposed upon all  
elected and appointed county officials by  
the Montana Code of Ethics.

#### Wednesday, Dec. 3

8-10 am Course 104.1, County Functions and  
Services. A review of essential county  
functions and services and how they are  
delivered.

Courses will be taught on numerous topics, such as building county budgets, and managing finances.

For more information, see the draft agenda below or visit our Web site at [www.maco.cog.mt.us](http://www.maco.cog.mt.us).

10-10:30 am Break  
10:30-12:30 pm Course 105.1, Local Government Law.  
A review and discussion of how to find  
and use the law related to county govern-  
ment.  
12:30-1:30 pm Lunch  
1:30-3:30 pm Course 106.1, The Montana Legislative  
Process. A review and discussion of how  
the Montana legislative process works  
from the perspective of county govern-  
ment.  
3:30-4 pm Break  
4-5:30 pm Course 107.1, The Montana Associa-  
tion of Counties and the National  
Association of Counties. An overview  
of key organizations that support county  
elected officials.

#### Thursday, Dec. 4

8-9 am Course 107.1, continued.  
9-10 am Course 108.1, Human Resource Risk  
Issues. An in-depth review of the legal  
requirements and risk exposures associ-  
ated with critical human resource man-  
agement issues.  
10-10:30 am Break  
10:30-11:30 am Course 108.1, continued.  
11:30-12:30 pm Break  
12-1 pm Lunch – Douglas Steele, Vice Provost  
and Director, MSU - Extension  
1-3 pm Course 501.1, Pending Legislation  
Affecting Local Government. A look at  
proposed bills that could affect county  
government.  
3-3:30 pm Break  
3:30-5:30 pm Course 507.1, Elements of Land Use  
Law. A review of the legal requirements  
for, and critical elements of, the land use  
planning process.  
5:30 pm Adjourn.